

Registration

To Register: Go to www.SouthDakotaPD.com for on-line registration. For more information & instructions about using this site, please see the rest of this document.

About www.SouthDakotaPD.com

Overview: This website displays trainings from a variety of organizations that may be of use to South Dakota educators. Private organizations, as well as public agencies may display training information on this website.

How to Register: Follow the following steps to register for a training event:

First, search for the training desired. There are two ways to search, by Criteria or by Calendar. Search by criteria if you know the type of training you want. Search by Calendar if you want to check specific dates for training opportunities.

To search by Criteria: Select an option in one of the available fields. For example, in the “**Curricular Subject**” field, you could select “**Health**”. Then scroll to the bottom of the page and click on “Select.” All of the trainings available for the subject Health will appear. The more fields you select, the narrower the search results will be.

To search by Calendar: Select a month by moving the arrows to the right and left of the calendar. Then you can either select a specific date to see what trainings are available, or you can click on the month to get a complete listing of all trainings offered in that month.

Second, select the training you want. After you have searched for the correct type or correct date for training, you will be taken to a page which displays all of the available trainings defined by your search. Click on the training you want. Click on “**DDN: School Health**” for this training event

Third, review the specific training information. After you have selected the desired training, read about all the details. Make sure that the time, location, and expense are appropriate for you. If you need graduate, undergraduate or credit information, it will be displayed on this page.

Fourth, you can register on-line for the training event. On the right hand side of the information page is a heading that reads “**To Register**”. Contact information will appear under this heading. An on-line registration link will also appear. Click on the on-line registration link.

Last, complete the registration form. Registration forms will differ, depending on the training event. Be sure to complete the registration forms from the top of the page, working down to the bottom. Do not skip around. This is because some of the information at the bottom of the page will change based on the information you provide earlier on the registration forms.

For Assistance: Contact the individual listed under the “To Register” section.